

U.S. PEACE CORPS



MANILA, PHILIPPINES

REQUEST FOR QUOTATION

Training Facilities for various US Peace Corps Events

Senator John F. Kennedy established the Peace Corps in 1961 to promote peace and friendship. He called on the American youth to give back to their country by living and working in developing countries.

Peace Corps Philippines is the organization's second oldest program. In October 1961, 130 American Volunteers started assignments as teachers of English language, mathematics, and science. Since then, more than 8,000 Volunteers have served in the Philippines.

As such, the US Peace Corps is posting this bid request for a venue/s that could accommodate the following Training events.

2012 VENUE BASIC REQUIREMENTS			
Event	PST-Wrap Up / Swearing In		
Arrival			
Departure			
15-Sep			
20-Sep			
NO. OF PARTICIPANTS			
Qty	Type		
70	PCTs		
16	PC Staff		
26	PST Staff		
7	Resource PCVs/Supervisors		
119	TOTAL PARTICIPANTS		
ROOMS			
Type	15-Sep	Sept 16-17	Sept 18-19
Single		6	6
Twin	3	12	17
Triple		23	28
Total Rooms	3	41	51

Other Room Requirements	<i>Each participant should have their individual beds, no sharing of beds (except for married couples, who will need queen beds). 2 rooms with matrimonial bed for married couples. Each room should have its own toilet and bath. Closet space is required. Preferred to have Wi-Fi access in each guest room. 1 to 2 Single rooms will be used Medical Examinations (1 Male/1 Female) purposes</i> Note: Number of rooms and participants are all based on estimates. Numbers may increase and decrease dependent on the final participants and event schedule.		
MEALS			
1st Meal	September 16 Breakfast (6 pax) September 16 Lunch onwards (94- 126 pax) September 19 Cocktails (PM) During Swearing In		
Last Meal	September 20 Breakfast		
Meal Set up	Managed buffet for all meals (b/l/d) and Set AM/PM snacks. Note that the number of meals indicated above are based on estimates. NO MSG		
Other Meal Requirements	Be able to offer menu for participants with special dietary needs (eg. vegetarians)		
FUNCTION ROOMS			
Qty	Capacity		Purpose
1	120-130 pax		plenary
1	50 pax		breakout
2	30 - 35 pax		breakout
1	15-20 pax		secretariat room
5	TOTAL FUNCTION ROOMS		
Other Function Room Requirements	<i>All function rooms should have Wi-Fi access at least with a 2mbps bandwidth speed; a projector screen or white wall to project onto; white board; free-flowing coffee and water.</i> <i>Plenary and breakout rooms are simultaneously used from 8am to 8pm for sessions. Secretariat may be used for a maximum of 18 hrs./day.</i>		
Other Venue Requirements	<i>Location should be within Manila and Pasay, preferably near the US Embassy</i> <i>Accessible to public transportation</i> <i>Availability of recreational facilities within the venue such as basketball court, gym, swimming pool, etc. is an advantage</i> <i>Wifi access to common areas and guest rooms are also advantageous;</i> <i>Preferably venue would have a business center within or near the facility.</i>		

Interested parties are required to complete the appropriate Request for Quotation (RFQ) form (linked below) and submit it to Ms. Rose Gatinao at rgatinao@ph.peacecorps.gov.

Vendors may choose to send their bids on either one (1) or both events.

1) Wrap-up/Swearing in Event RFQ Form

Written quotes must be received by US Peace Corps on or before July 27, 2012.